

MEETING MINUTES

November 20, 2008

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m. November 20, 2008 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Everett Sullivan; Jan Smith; LuAnn Summers attended for Brenda Morford; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree, Chris Miller, Pam Holt, Greg Raber

Guests: Kelly Davis, CNA Committee
Earl Smith, WVARF President
Tad Wilson CNA Committee

MOTION #1

Mr. Sullivan moved to approve the minutes as presented. Ms. Smith seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported the legislative rules were scheduled for review on Monday, November 17, however the Committee adjourned prior to taking the rules up for consideration. She said she spoke with the attorney and there were no changes except for minor technical changes. They should be up for consideration during the December interim committee meetings.

She reported she had met with Debbie Lovely, Kim Lewis, Kelly Davis, Ms. Summers and Mr. McEndree regarding the concerns the Committee had expressed at its October meeting and which were shared in a letter to the CNA Committee. During the course of the conversation, the group agreed training for the CNA Committee was needed on the operations of the program and the roles each of the entities play. This training has been scheduled for December 11 from 1 to 4 p.m. in the large conference room at the Division of Rehabilitation Services. Ms. Lovely will address the particulars of the CNA contract and what role the WVARF board should and should not play. Ms. Hall will address the Committee's role and the rules which govern the program. Mr. McEndree will discuss the WVARF role and he is to get someone from another state CNA, similar to WVARF, to talk about how their program operates. Those in attendance for the training will be the CNA Committee,

the Governor's Committee and participating CRP's. The Governor's Committee will meet prior to the start of this meeting. It was determined by the Committee to start the meeting at 9 a.m. instead of 10 a.m.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported:

\$4,991.34 - Annual Allocation

269.96 - Total Expenses Paid

\$4,721.38 - Balance Remaining FY'08

EXECUTIVE DIRECTOR REPORT:

Mr. McEndree reported that Greg Raber and Pam Holt have been hired to fill the two vacant positions. Mr. Raber has 35 counties in the northern part of the state and Ms. Holt has 20 counties in the southern part of the state as well as Kanawha County. They have been working on pricing of janitorial contracts.

He reported Dr. Michael Curry, from Concord University, has agreed to join the CNA committee. The CNA Committee is scheduled to meet on December 8.

He said the desk reviews were completed. Only one CRP, East Ridge Health Systems, did not have all the completed paperwork and he is working on getting this from the CRP.

.Mr. McEndree reported the staff has been working on the janitorial pricing. There will be no contracts presented this month because there were still problems with the spreadsheets. Mike Sheets, the Purchasing representative on the FMP subcommittee, had a number of questions and concerns regarding the information he had reviewed. Ms. Hall suggested that Mr. McEndree contact Mr. Sheets and set up a meeting with him to review these concerns. She said she would like to be a part of that meeting, if possible, but not to hold up meeting with him on her account.

Ms. Smith asked what program they were using to workload the contracts. Mr. McEndree said it is spreadsheet that Craig Greening started when he worked for WVARF. Ms. Smith said she thought WVARF should be using one of the national software programs which are now available for a reasonable cost. She said it would add a level of accountability and credibility for the costing. Mr. McEndree said they would look at that in the future.

Mr. McEndree said he had met DOH personnel Fred Thomas and Barbara King in Huntington. DMV is in the same building as DOH and the same workers were cleaning both. There is also a warehouse across the street which the same workers were cleaning. Goodwill of KYOWVA has put two separate crews in to clean these offices so there is not a misconception of workers getting paid twice. There was also a question regarding supplies. DOH was buying their own supplies, yet the service agreement said Goodwill would provide them. Since the meeting Ms. King has indicated to another DOH employee that she wants a \$23,000 refund because she felt she should not have paid as much as she did. Goodwill is getting Mr. McEndree the information on the number of hours worked in these locations to show the workers worked the hours in the contract. After he receives this information he is going to meet with Ms. King again.

Mr. McEndree said the VA Hospital wanted to add a new item to the laundry contract. The Committee agreed that an item could be added to the contract as only available to the VA Hospital and not the DHHR hospitals.

There was a discussion of going ahead and giving the workers, who did not get the minimum wage increase, an increase in wages.

MOTION #2

Ms. Smith moved to give janitorial workers a 70 cent across the board raise, except for those who received the minimum wage increase. For workers who received a minimum wage increase their wages should increase to a total of 70 cents. Ms. Summers seconded. Motion passed.

CONTRACT PRESENTATIONS:

There were no contract presentations.

CONTRACT COMPLAINTS:

Mr. McEndree reported there were no complaints.

OLD BUSINESS:

The Committee reviewed the Action Plan for FY 09. Ms. Hall noted the action plan was still missing two goals:

- Interviews with CRPs, focusing on their relationship with the CNA Committee and WVARF staff and suggestions for improvement. To be done by the CNA Committee.
- Customer Interviews regarding relationship with WVARF, suggestions for improvement, and purchasing procedures. To be done by the CNA Committee.

MOTION #3

Ms. Smith moved to approve the action plan with the stipulation that the two goals which were missing be added. Mr. Sullivan seconded. Motion passed.

There was discussion of when and where to conduct the strategic planning meeting. It was suggested to look at January 27 and 28 at Stonewall Resort. Ms. Hall, Ms. Davis and Mr. McEndree will work together in planning this retreat. They will also look for a facilitator.

Mr. Sullivan asked if the Governor had appointed someone to fill the position left by Pete Cuffaro's resignation. Ms. Hall said she would call the Governor's office to check on this.

FINANCIAL REPORT:

Mr. Miller reported as of October 31st the over 60 days accounts receivables were \$158,948 or 7.43% of total receivables. He said the August billing was not sent out until mid September so in another month these numbers may look different.

Ms. Hall had a question regarding depreciation showing on the cash flow statement. Mr. Miller said this is common because depreciation is added back in since no cash was actually spent. He said there is a mistake with the September statement and he is working on fixing it.

Ms. Hall asked when WVARF the CNA will show the repayment of the money borrowed from the WVARF, the Association? Mr. Miller and Mr. McEndree said it may never get paid back because of the need to have cash in the account.

Ms. Hall asked about the financial audit. Mr. Miller said they were having a problem with their auditors and it is not yet completed.

NEW BUSINESS:

Mr. McEndree handed out a draft annual report. There is a discrepancy in the number of people with disabilities reported working. He said he is working on getting the right number. Committee members were asked to review the draft and get any corrections to Mr. McEndree ASAP so a final draft can be ready for approval at the December meeting.

Ms. Hall asked members if they still wanted to meet the third Thursday of each month in 2009. They agreed this schedule worked fine for them. Committee members asked if it would be possible to meet at 9 a.m. instead of 10 a.m. Ms. Hall said that was fine with her. Ms. Hall said she will send out the dates to everyone to see if any of the meeting dates might need to be changed.

Mr. McEndree distributed the 1st Quarter ratio reports. Goodwill of KYOWVA was under the 75% ratio. Developmental Center and Workshop, and the Randolph County Sheltered Workshop had not submitted their reports. There was a question of whether Prestera Center should be left on the report since they no longer have State Use contracts. They only do low impact monitoring. Mr. McEndree is to check with Marsha Allman at Harrison County to see how she reports these workers since she is the lead agency with the low impact monitoring contract.

The next meeting will be December 11, 2008 at 9:00 a.m.

MOTION #4

Mr. Sullivan moved to adjourn.